

SECTION: Executive Members

ORIGINATED: July 2019

SUBJECT: Job-Description, President

REVISION:

POSITION:

President

DESCRIPTION:

1. The President provides leadership to ensure that the chapter meets the objectives as set out in the Terms of reference and Strategic Plan.
2. The President directs activities of the chapter delegating tasks as required.

TERM:

Two (2) years

RESPONSIBILITIES:

1. Acts as the spokesperson for the Chapter, in consultation with the Executive.
2. Maintains communication with other Chapters and IPAC-Canada representatives as necessary.
3. Ensures that Executive members fulfil their duties to the chapter and IPAC-Canada.
4. Orients the President-Elect to the responsibilities of the role of President, to ensure a seamless transition.
5. Attends all IPAC-Canada webinars intended for Chapter Executive members.
6. Participates as an ex-officio member of all IPAC-SWO and IPAC-Canada committees.
7. Ensures that IPAC-SWO has a representative on the IPAC-Canada Chapter Council (when required).
8. Attends the IPAC-Canada National Conference (funded by IPAC-SWO, as funds are available) and represents the chapter at the IPAC-Canada Chapter Presidents Meeting.
9. Approves and submits the Chapter Annual Report and the list of IPAC-Canada Interest Group representatives to IPAC-Canada and the Chapter Webmaster, ensuring submissions to IPAC-Canada are prepared and submitted in compliance with approved formats and IPAC-Canada's Membership services "Dates and Deadlines" listing.
10. Calls for and presides over Chapter Executive and Business meetings.
11. Generates the business meeting portion of all agendas, and revises (as necessary) the agenda prior to distribution to the membership.
12. Presides over the Election proceedings for new Executive members.

13. Coordinates a review of the Chapter Terms of Reference, Strategic Plan and Chapter policies every two years. Directs revision, as necessary, and presents the documents to the membership for approval at a subsequent meeting.
14. Consults, with the Treasurer and Executive, and approves a Chapter Annual Budget prior to presentation to the Membership for approval at the first business meeting of the year.
15. Reviews with the Treasurer and two Chapter members at large, all applications for IPAC-Canada National Conference Funding.
16. Reviews with the President-Elect or Past President all submissions for the Betty Bannerman Award.
17. Arranges for Chapter signing authority changes at the financial institution when a new treasurer is elected.
18. Maintains an IPAC-SWO issued flash drive containing records pertaining to the position of President and ensures that the flash drive is passed to the incoming President.